

SDDOT Email Signature Guidelines



First Name Last Name

Position Title | South Dakota Department of Transportation

Better Lives Through Better Transportation

Office Physical Address

O: XXX.XXX.XXXX | C: XXX.XXX.XXXX | F:XXX.XXX.XXXX | dot.sd.gov

Emails should always be written in 12pt. Calibri. Stylized or scripted fonts should never be used for email.

*It is not necessary to use the full email signature on every email you send. Your full email signature should be included when representing yourself as an SDDOT employee for official business but isn't necessary for day-to-day emails between co-workers.

*You do not need to include a cell phone number or fax number if you do not want one listed.

Steps on "How-To" update your Outlook Email Signature:

1. **Visit** the [Branding and Identity Guidelines Page](#) on dot.sd.gov
2. Click on "[SDDOT Logo Files](#)" Expandable box, and click the Logo - Color - .png, right-click and save the .png to your computer
3. Open a new email message
4. Click the **Insert** tab, click on the **table** menu item create a **2X1 table**
5. **Place your cursor** in the left-hand column box, click on the **Insert tab**, then click **pictures**, then find and open your saved file
6. **Open** the PNG of the SDDOT logo you saved in steps 1-2.
7. **Resize** the image to fit your desired height (should be about 1" tall in the dimensions box)
8. Place your cursor in the right-hand column box, and **copy the below text** in and replace it with your information

***May need to adjust the formatting slightly after pasting the text*

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9. Highlight the table, select **Table Design** at the top of the email menu, and click **Borders**, and select **No Borders**
10. While the table is still highlighted, **Copy** the table
11. Click the **Message** tab, click **Signature**, and then click **Signatures**
12. Under the **Edit signature** box remove the current text
13. **Paste** in your table and remember to link the dot.sd.gov and the logo to the SDDOT website (<https://dot.sd.gov/>)
14. That's it! You did it! You now have a new and updated signature!